

HANDBOOK ON CODE OF CONDUCT

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Gender Equity in campus and promotion & upgradation of women facilities in college

The concept of gender equity refers to *“fairness of treatment for both women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations and opportunities”* (International Labour Office, 2000). Gender equity in education implies that males and females have equal opportunities in terms of economic, social, cultural, and political developments.

Women empowerment and gender equality are extremely significant for ensuring inclusive growth and development of our nation. The Women Development Cell (WDC) comprises of both the faculty and students of the college as its members and works to create a gender sensitized community within the campus as well as in the society. It has been organising varied co-curricular seminars, training student volunteers on menstrual health and related women’s health issues, celebrating important women’s days in the year, providing self-defence training for women’s safety. Besides, a number of outreach activities have been initiated to bring awareness for the upliftment of disadvantaged women and promote gender equality in the society.

Vision

- The WDC envisages to help build an egalitarian society by igniting young minds to become enlightened human beings.
- Promote a culture of gender equity by providing equal opportunities to both genders to participate without inhibition in decision making, in teaching learning process, attaining equal benefits and educational outcomes without a bias.
- Educating and empowering the weaker gender to realise their true potential and to attain a work life balance.
- Encourage them to adopt and hone skills which will ensure economic empowerment.

Mission:

- To encourage the women students to be self-reliant and economically independent.
- To instil positive self-esteem and confidence in the female students so that they can take the right decision in and for-their lives.
- Educating women regarding their social, legal and constitutional rights in order to guard them against any sort of exploitation.
- Generating awareness about different kinds of gender-based violence: sexual, physical and mental and to empower them with the right knowledge to fight against them.
- Providing equal career opportunities to all.
- Eliminating deep rooted beliefs of gender bias and discrimination.

SOP for promotion of gender equity in campus

1. Set explicit ground rules for a class built on mutual respect. During the class and beyond, don’t hesitate to set the tone: the most successful class environment is one in which students feel free to speak, express their views, and contemplate new ideas in the certainty that they will be listened to and respected by all.

2. Promote gender balance in elections for class representative. Often, only one candidate volunteer's to be elected as class representative. Encourage at least a second candidacy from a person of another gender. If several students apply, attempt to achieve gender balance.
3. Facilitate equitable class participation. Studies show that men are more likely to monopolize in-class participation. Work to facilitate active class participation and to allocate speaking time to women just as much as to men.
4. Establish a gender mix in group assignments. Insofar as possible, aim for a gender mix (40% of each gender) when assigning groups for team projects.
5. Diversify your examples and class reading list. When providing readings or formulating examples, exercises, and exam questions, avoid those that hinge exclusively on a male character or a situation that is considered stereotypical.
6. Propose a balanced mix of authors in the books you offer in your syllabus. Similarly, do not distinguish between research projects and subjects according to gender: any subject may be scientifically treated, regardless of gender.
7. Engage openly with the topic of gender equality. Every course can offer the opportunity to address gender inequalities, their roots, their impact, and ways to make strides in ending them once and for all. Encourage group discussions, make space for debate, and - whenever possible - engage with your students on the topic.

Proposed upgradation of women facilities in college

1. Regular medical health check-up camps for early warning signs of women health issues.
2. In campus facility for counselling services for those you need help.
3. CCTV cameras to be installed particularly in all deserted areas.
4. Day care facilities or crèche for children for working women.

Government initiatives for women

1. SERB Women Excellence Award

SERB Women Excellence Award is a one-time award given to women scientists below 40 years of age and who have received recognition from any one or more of the following national academies such as Young Scientist Medal, Young Associate etc. These women researchers will be supported with a research grant of Rs.5.00 lakh per annum for a period of 3 years.

Link: <http://serb.gov.in/wea.php>

2. Women Scientist Scheme by DST

The 'Women Scientist Scheme' of the Department of Science and Technology, provides career opportunities which include fellowships for unemployed women scientists and technologists, especially those who have had a break in career, for pursuing research in frontier areas of Science and Engineering. The upper age limit to apply under this scheme is 57 years.

Link: <https://dst.gov.in/scientific-programmes/scientific-engineering-research/womenscientists-programs>

3. PRAGATI Scholarship for Girl Students for Technical Education

Pragati Scholarship has been propelled by the Ministry of Human Resource Development (MHRD) and executed by All India Council for Technical Education (AICTE) to give consolation and support to Girl Child to study technical education in the area of Engineering Sciences, Medical Sciences.

Link: <https://www.indiascienceandtechnology.gov.in/nurturingminds/scholarships/women/pragati-scholarship-girl-students-technical-education>

4. Vigyan Jyoti Scheme

Vigyan Jyoti Scheme initiated by Ministry / Department: Department of Science & Technology (DST), Govt of India is intended to create a level-playing field for the meritorious girls in high school to pursue Science, Technology, Engineering, and Mathematics (STEM) in their higher education. It also offers exposure for girl students from the rural background to help to plan their journey from school to a job of their choice in the field of science.

Link: <https://www.indiascienceandtechnology.gov.in/programme-schemes/womenschemes/vigyan-jyoti-scheme>

5. STEP (Support to Training and Employment program for Women)

Eligibility -Women of 16 years of age or above

Link :- https://www.startupindia.gov.in/content/sih/en/government-schemes/support_to_training_and_employment_programme.html

6. Mahila Shakti Kendras (MSK)

Eligibility: Women must be a resident of India.

Link:- <https://wcd.nic.in/schemes/mahila-shakti-kendras-msk>

7. Indira Gandhi Scholarship for Single Girl Child: UGC Scholarship for PG Programmes

Indira Gandhi Scholarship for Single Girl Child offers a monthly scholarship amount of INR 3100 to girl students who are the only child of their parents to pursue postgraduate studies in non-professional courses. Under this scholarship for girls, twin daughters or fraternal daughter may apply.

Award- INR 3,100 per month for 2 years

Eligibility- Any single girl child who happens to be an only child and has taken admission in regular, full-time 1st year Master's degree course from any recognized university, the maximum age for applying is 30 years, PG course in distance mode is not applicable

Apply- Online

Application- March

For more information on this scholarship for girls, [click here](#).

8. DST Women Scientist Fellowship (WOS-A)

DST Women Scientist Fellowship (WOS-A) offers a fellowship of INR 55,000 per month to women scientists who are PG degree or PhD degree holders in Basic or Applied Sciences. Those candidates who are having a career break and looking for an opportunity to re-enter the profession in S&T domain are preferred.

Award- INR 55,000 per month as fellowship amount

Eligibility- Women scientists PG degree equivalent to M.Sc. in Basic or Applied Sciences/B.Tech/MBBS, M.Phil./M.Tech/M. Pharm/M.VSc., PhD in Basic or Applied Sciences or equivalent qualifications, the minimum age to apply is 27 year & maximum is 57 years, a relaxation of 5 years is given to reserve category candidates (SC/ST/OBC/PWD)

Apply- Online

Application- Round the year application

9. Dr. Reddy's Foundation *Sashakt* Scholarship

This scholarship for girls offers a scholarship amount of INR 2.4 Lakh for three years to class 12 passed girl students to pursue higher education in the field of Science. Under this scholarship scheme, students having rural and economically weak backgrounds are given preference. Students must display interest in scientific research and be confident of getting admitted into one of the best science colleges of India.

Award- INR 2.4 Lakh for 3 years (INR 80,000 per year) which includes tuition fee, study expenses and basic living cost

Eligibility- Class 12 passed girl students

Apply- Online

Application- August

10. KIRAN (Knowledge Involvement in Research programmes Advancement through Nurturing,2014)

The woman-centred umbrella known as KIRAN (Knowledge Involvement in Research programmes Advancement through Nurturing) has introduced a landmark Govt Fellowship Scheme for Women Scientists, termed as, "**Mobility Scheme**" which will address relocation issue of women scientists working in a regular position in Government Organizations. The Mobility Scheme is intended to offer a chance to women scientists who are facing problems in their job as they must move due to marriage, transfer of husband to a new place within the country, attending ailing parents, and accompanying children studying in different places. The program aims to provide a harmonious atmosphere during early career phases of women scientists and enables them to stay active in research along with attending and fulfilling other domestic responsibilities.

Green Campus - Code of Conduct

A Green Campus is a place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Greening the campus is all about eliminating wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program.

Institute has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus.

Major Green campus initiatives in BCAS are:

- Beautifully landscaped tree lined buildings made of fly ash with lush green lawns.
- Herbal garden with traditionally used medicinal plants and herbs.
- A rich variety of flora predominates the natural landscape of the campus.
- Organic composting of garden debris and green waste.
- Green audit accomplished for the college by the active eco club.
- Waste Segregation at source.
- Solar lights in the Campus.
- Pedestrian friendly footpaths lined with trees.
- Carbon di oxide scavenging trees planted such as Paras Peepal, Neem, Ashoka etc
- Rainwater Harvesting.
- Paperless policy in office.
- Paper Recycling is done to make handmade paper.
- Restricted entry of vehicles.
- Single use Plastic free campus.
- No Smoking and Tobacco free Campus
- Recycling bin for e-waste.
- Digital Library/ e-resources.
- PNG for cooking.

Proposed recommendations for sustainable development of the College:

Water Management

- Remove damaged taps and install sensitive taps if possible.
- Drip irrigation for gardens and vegetable cultivation can be initiated.
- Establish rainwater harvesting systems for each building.
- Establish water treatment systems.
- Awareness programs on water conservation to be conducted regularly.
- Install display boards to control overuse of water.

Energy Management

- Replace all tube lights with energy efficient LEDs in the College.
- Replace computers with LED monitors.
- More energy efficient fans, A. C's and refrigeration/freezing systems should be installed.
- Automatic power switches off systems may be introduced.
- Proposal for solar panels and other renewable energy sources.
- Conduct more 'save energy awareness' programs for students and staff.
- Observe a power saving day every year.

Waste Management

- Set up a sewage treatment plant.
- A model solid waste treatment system to be established.
- A composting plant to be set up in the college campus.
- Establish a completely plastic free campus.
- Avoid paper plates and cups for all functions in the college.
- Explore to establish a functional biogas plant.

Green Campus Management

- All trees in the campus should be named scientifically.
- Grow more oxygen producing potted plants in both verandas and corridors.
- Vertical gardens and hydroponics can be explored.
- Create automatic drip irrigation system.
- Not just celebrating environment day but making it a daily habit.
- Beautify the college building with indoor plants.
- Encourage students not just through words, but through action for making the campus green.
- Conduct competitions for making students more interested in making the campus green.

Reduce Carbon footprint

- Establish a system of carpooling among the staff to reduce the number of four wheelers coming to the college.
- Introduce if feasible, college bus services to the students and staff.
- Discourage the students using two wheelers for their commutation.
- Use of generators every day should be discouraged.
- Reduce and prevent air and noise pollution in small ways.
- Awareness programs and events every year.
- Establish a purchase policy towards environmentally friendly materials

Code of Conduct for Canteen

The college canteen is spread over 100 sq. m area and can accommodate at a time about 40-50 students. It can cater to about 1500 students with freshly cooked meals, snacks as well as ready-to-eat and ready-to-cook foods at very nominal prices. Its food quality and hygiene conditions are regularly monitored by the canteen committee which consists of members from the student's council as well as teaching and non-teaching faculty members. The canteen committee strives to improve the existing infrastructure and associated amenities to meet the growing strength of the college.

Canteen Policy of BCAS

- Serves Only pure vegetarian food in the Cafeteria.
- Promotes safe, nutritious and healthy foods in the canteen.
- ✓ Its healthier
- ✓ Ecologically sustainable
- ✓ Green footprints
- Trans Fat Free Food Policy
- No MSG use policy.
- Discourages high fat, sugar and salt containing (HFSS) foods.
- Eco friendly PNG is used for cooking.
- Energy efficient and protective LED is used in the kitchen area.
- Single use plastics are banned.
- Water testing is done (Ammonia Nitrogen etc).
- Do not waste food policy.
- Trained and certified Food handlers by FoSTaC, FSSAI
- Registered/ licenced Food Business Operators by FSSAI, GoI
- Regular medical/ health check-ups for contagious diseases.
- Microbiological analysis – swab, hand etc is done
- Covid protocols are strictly adhered to.

Good Hygiene Practices adopted by the College are:

(A)	Personal Hygiene
1	Hair caps are worn while cooking & serving of food
2	Hand Gloves are worn for serving
3	Fingernails are short and clean
4	Apron/Cloths are clean
5	Hands are properly washed and sanitized before cooking
6	No jewellery/wristwatch to be worn by the food handler
7	All workers must be free from communicable disease
(B)	Utensil/Equipment's
8	All cooking equipment are clean and sanitized
9	Serving trays and plates are clean

10	Standard Cleaning agent (Soap/ Powder/ Liquid) to be used
11	Water used for washing of utensil is clean
(C)	Canteen Area
12	Dining area is clean
13	Washing area is clean
14	Processing area is clean
15	Exhaust is working
16	Insect killer is clean and working
17	Wash basin is clean
18	Canteen area is free from insect/parasites/rodents/flies/cobweb
(D)	Storage Area
19	Raw material is stored in airtight containers
20	Prepared foods are kept covered and stored at appropriate temperature.
(E)	Garbage Disposal
21	Foot operated and covered garbage disposal
22	Foot operated and covered garbage disposal (Dinning Area)
23	Processing area is properly cleaned
24	Dining Area is properly cleaned
(F)	Herbal Pest control is done regularly

Proposed Initiatives:

- Eat Right Campus Certification (Hygiene Audit) FSSAI.
- RUCO (Repurposed cooking oil) policy to be adopted for biofuel use.
- Food and water testing to be done at regular intervals.
- Pest control through registered vendors only.

MECHANISM OF REDRESSAL OF COMPLAINTS OF ALL STAKEHOLDERS AND REDRESSAL REPORT /PROCESS

As per UGC directions a **College Grievance Redressal Committee** has been setup to address concerns of various stakeholders. According to UGC Norms “grievances” include following types of complaints of the aggrieved students:

- making admission contrary to merit determined in accordance with the declared admission policy of the institution.
- irregularity in the admission process adopted by the institution
- refusing admission in accordance with the declared admission policy of the institution
- non publication of prospectus, (either hard copy / online) as specified in these regulations
- publishing any information in the prospectus, which is false or misleading, and not based on facts
- withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- demand of money in excess of that specified in the declared admission policy to be charged by such institution.
- breach in reservation policy in admission as may be applicable
- nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority
- delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar
- on provision of student amenities as may have been promised or required to be provided by the institution
- non transparent or unfair evaluation practices
- Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time

Any stakeholder with a legitimate grievance may write to the Grievance Redressal Cell or send through e-mail on grievance@bcas.du.ac.in.

The Grievance Redressal Cell of the college helps to resolve grievances in a fair and impartial manner, while also ensuring that the College maintains necessary confidentiality. The committee will put its best efforts in

order to arrive at a right decision/amicable solution expeditiously. The committee will give the Grievance redressal report **within 4 (four) weeks**.

Specific objectives of the Grievance Redressal cell :

- To provide a fair, impartial, and consistent mechanism for resolving a variety of issues that stakeholders face.
- To promote cordial Student-Student, Student-Teacher, and Teacher-Teacher relationships in order to uphold the institution's dignity.
- To foster a responsive and accountable attitude among stakeholders, resulting in a harmonious campus environment.
- To ensure that complaints are resolved quickly, objectively, sensitively, and in strict confidence.
- To ensure that the grievant's and respondent's points of view are respected, and that no party to a grievance is discriminated against or victimised.
- To advise stakeholders to respect one another's rights and dignity, and not to act vindictively toward any of them for any reason.

NORMS FOR THE PROHIBITION OF SEXUAL HARASSMENT

Bhaskaracharya College of Applied Sciences is dedicated to fostering and maintaining a community where students and employees can collaborate without fear of violence, harassment, exploitation, intimidation, or stress. This includes all forms of gender violence, sexual harassment, and discrimination based on sex/gender or between people of the same sex.

Our college has a ZERO tolerance policy against sexual harassment. The College Policy on Sexual Harassment Prevention was created with the following goals in mind:

- To comply with the directives of the Honorable Supreme Court of India.
- To create an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence.
- To promote and foster atmosphere that is fully free of sexual harassment in all of its forms, as well as to mobilize public opinion against all types of gender-based violence.

The college has formed an Internal Complaint Committee against Sexual Harassment. **The Internal Complaint Committee works in accordance with ordinance XV (D) of University of Delhi and Gazette of India notification No. 171 dated 2nd May 2016, for prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal).**

At present, the committee comprises of three teachers, two nonteaching staff, two student members and two co-opted members from outside the college with known contribution to women's issues. The committee looks into the complaints of sexual harassment cases, if any in a suitable manner.

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender amity.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victim.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.
- Sensitizing employees about sexual harassment issues.

Ordinance against Sexual Harassment

[Ordinance-XV D for Sexual Harassment - Appendix-A](#)

INTEGRITY WITHIN THE CAMPUS

At Bhaskaracharya College of Applied Sciences, integrity is essential to our mission. Through our personal and professional actions, we act honestly and uphold the highest moral and ethical ideals and principles. Personal, academic, and professional integrity are values that the college upholds and promotes. We exhibit our awareness of these values and principles by adhering to them in all of our actions and decisions. Trust and trustworthiness go hand in hand with how we behave ourselves in order to sustain an ethical culture. We anticipate that our actions will be consistent with our words, and that our words will be consistent with our intentions. We accept our obligations, share leadership in a democratic manner, and hold ourselves to the highest public trust standards.

Norms for maintaining Integrity within the campus

- Every member of the College who participates in teaching and research is required to uphold the highest standards of honesty and integrity. Plagiarism, misrepresentation, and data fabrication are all expressly prohibited. All research at the College must be carried out in strict accordance with University policies, procedures and approvals.
- Every member of the College is expected to conduct all activities of college with honesty and integrity.
- Adherence to all laws, protecting and preserving College property, and assets--including proprietary intellectual property, buildings, equipment, books, supplies and funds.
- Every pupil should be treated equally. Learning performance assessments must be unbiased and based on demonstrated academic performance.
- In all of learning activities, one must adopt ethical values and principles, and reject academic dishonesty.
- Being honest in examinations and assignments, as well as avoiding plagiarism and distortion of facts.

Understanding and Applying the Six Values of Academic Integrity, Honesty Trust, Fairness, Respect, Responsibility and courage, in all aspects of our Teaching Learning Roles and Experience.

RESPECT FOR DIVERSITY

Diversity challenges stereotyped preconceptions and enriches the educational experience. It encourages critical thinking and helps students learn to communicate effectively with people of varied backgrounds. Interacting with diverse peers outside a classroom setting directly benefits students, making them better scholars, thinkers and citizens.

Our college is committed to diversity and inclusion. Toward these goals, the College is committed to include and respect people from all cultural and demographic backgrounds.

The College has many cells and different committees that are working actively in this direction. Overview of some of the committees is given below:

The Equal Opportunity Cell

The main objective of Equal opportunity cell is to oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters, and to enhance the diversity within the campus. E.O.C has various functions such as to ensure equity and equal opportunity to the community at large in the college and bring about social inclusion. It also ensures enhancing the diversity among the students, teaching and non-teaching staff population and at the same time eliminates the perception of discrimination. It helps to create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds. Equal Opportunity Cell helps individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination. The cell in our college conducts various lectures and activities so as to encourage students to actively participate and know the importance of social equality.

The North East cell

The college has a vibrant North eastern students cell . The cell organizes cultural festivals, seminars and workshops to create awareness about north eastern region of India among other students.

The North-East Cell of the college is founded to address the challenges and concerns of students from North-East states studying at the college, in order to provide them with a homelike environment while they are away from home.

It offers college students from the North East an opportunity to show off and raise awareness about the rich and beautiful but little-known, traditions and cultures of the region.

The cell's mission is to promote the spirit of brotherhood and unity in diversity as a step toward national integration by bringing the lesser-known cultures and traditions of the North-East region into the forefront.

Fee concession facility

The College also provides fee concessions to all deserving students, on the basis of academic performance, regularity, socio-economic status and other relevant factors. Each year, a large number of students benefit from the fee concessions and due care is taken to ensure that the money is disbursed to those candidates who are genuinely in need of financial aid. Students can also apply to various scholarships as provided by central and state governments.

Student Counselling and Mentoring Committee

The mentor-mentee meetings are held on regular basis and students are encouraged to share all kind of problems with their mentors.

SC, ST Counselling Committee:

As required by the University Grants Commission, our college has a SC/ST Cell to address issues and difficulties affecting SC/ST students. The college's Scheduled Caste (SC) and Scheduled Tribes (ST) Cell promote the unique interests of reserved-category students. It is expected to provide additional assistance in areas where pupils are having difficulty. SC/ST committee also handles complaints from Scheduled Castes and Scheduled Tribes candidates relating to admissions as well as other issues in the college.

EQUITY AMONGST STUDENTS AND SCHOLARSHIP OPPORTUNITY FOR CATEGORY STUDENTS AND INCLUSIVENESS AT WORKPLACE

1. The **Government norms /rights** should be made available on the college website.

2. Institution should provide resources (online /offline) needed to acquire the basic work skills of reading and writing without any discrimination.
3. There should be fairness in the system means personal and social circumstances are not obstacles to achieving educational potential. It prohibits discrimination based on gender, ethnic origin, or socioeconomic status.
4. Poor performers should be given extra trainings so that they can catch up. Instead of failing students, give them intense intervention in specific skill areas. This will increase graduation rates.
5. The College should have a mechanism to aware the scholarships available for undergraduate or for higher studied. These scholarships offer financial freedom to those students, who face financial constraints in pursuing their dream education.
6. The college should provide “**feeling safe,**” environment which refers to the psychological and physical safety associated with sharing different opinions and views from others . For example, a woman who expresses views that are associated with her female identity would feel safe in doing so.
7. Students should involve in “decision making “ and institute believe that their ideas and perspectives are influential, and that they are listened to. There should be fair treatment among all students .
8. The scholarship schemes should be published on the college website.
9. The college should register for all possible schemes for staff / students .
10. The College should have dedicated grievance cell for category students having dedicated email ID.
11. The college should have different events for the awareness of GOI schemes for students.

CONSTITUTIONAL PROVISIONS OF PROHIBITION OF DISCRIMINATION BASED ON GENDER , RELIGION, CASTE , RACE AND PLACE OF BIRTH

1. As per the Article 15 of the Indian Constitution the Institute shall not discriminate any faculty (teaching /non- teaching) and students on grounds of religion, race, caste, sex, place of birth or any of them.
2. No any faculty (teaching /non- teaching) and students shall, on grounds only of religion, race, caste, sex, place of birth or any of them, be subject to any disability, liability, restriction or condition with regard to access to stationary shops, canteen, hostels and places available in the institute for other purposes
3. The College should have a committee to address any problem that occurred during their academic career. There should be arrangement for grievances, complaints and malpractices received from the concerns. All these issues should be rectified as soon as possible without any discriminate and same is recorded in a complaint register.
4. There should at least one meeting in each academic year with the authority for reporting and discussion if any to improve.

ROASTER (TEACHING AND NON TEACHING)

1. Reservation policy of **GOI** will be applicable at BCAS.
2. The reservation roster registers should be inspected/ verified by the Liaison Officer each year in the **month of December** and sign on it . The Liaison Officer is responsible for the accuracy of the reservation roster. He should keep a record of such inspections in the prescribed Performa.
3. In each Promotion and recruitment the Liaison Officer should invariable check the provisions of reservation. **If any discrepancy is noticed** by him he should **immediately bring this to the notice of the Appointing Authority or Promoting Authority as the case may be for immediate correction.** The Liaison Officer should also verify in each promotion and recruitment that such promotions and recruitments are done duly adhering to the policy of reservation and concession in force at the time of said promotion or recruitment.
4. As per Government of India instructions, SC/ST/OBC/EWS employees are **appointed on Provisional basis and their confirmations are subjected to verification of their caste certificate from the issuing authorities.** In every Promotion also the caste Certificates of SC/ST/OBC/EWS candidates need to be verified upto the level where reservation or concession is available. The Liaison Officer is the nodal Officer in the Circle for the purpose.
5. Each liaison Officer should maintain a complaint register to register the complaints received from the SC/ST /OBC/EWS employees and details in respect of disposal of such grievances are duly recorded in the register for verification He should submit to the Competent Authority his report on the cases of negligence or lapses, if any, in the matter of following reservation and other orders relating to SC/ST/OBC/EWS coming to light in course of his inspection.

PROCUREMENT

- General Finance rule applicable at the time of procurement will be followed at the institute.
- Every Authority involve in procurement must commit their attention and energies for their organization's benefits rather than personal enrichment such as not accepting outside gifts, personal arrangements with suppliers, intentional use of misinformation, requesting bids from unqualified suppliers solely to drive down prices from qualified suppliers, disclosure of confidential and proprietary information and gaining information unfairly through deception.
- Authority delegated with the financial power of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, fairness (each procurement activity should be impartial consistent and their for reliable and all suppliers should be given a level playing field on which to participate), economy and transparency in matters related to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.
- **As per GFR 2017 Rule 144** The procedure to be followed in making public procurement must conform to the following yardsticks :-
 - i. The description of the subject matter of procurement to the extent practicable should be
 - a. Objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - b. Not indicate a requirement for a particular trade mark, trade name or brand.**
 - ii. The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
 - iii. Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist. Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specifications .
 - iv. Care should also be taken to **avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.**
 - v. Offers should be invited following a fair, transparent and reasonable procedure.
 - vi. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
 - vii. ***The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.***
 - viii. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
 - ix. A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.
 - x. All Ministries/Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.

Responsibility of faculty, administrative and other non-teaching staff & mutual relation between all stakeholders and society e.g. teachers and colleagues, teacher and parents, teachers & staff (T-NT), teachers & authorities (other than teachers and students).

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct · himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education that have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing her/his opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students, scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- (i) . Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of the contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote the feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Besides the points mentioned above, all stakeholders shall act with conscientious efforts to exemplify the highest ethical standards. Each member of the college while performing his/her duties either at the workplace or interacting with other societal agencies shall assume responsibility and accountability for his or her conduct and accords just and equitable treatment to all.

(Source: <https://bcas.du.ac.in/about/professional-ethics/>)

Responsibilities of administrative and non-teaching staff

Powers and Duties of Officers and Employees

S. No.	Designation	Power and Duties
1.	Chairman	The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting In an emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the College, takes such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting or approval and confirmation.
2.	Treasurer	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
3.	Principal	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
4.	Bursar	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
5.	Teachers (Professor/ Associate Prof /Assistant Prof)	To impart education, mentoring, counselling, and participate in admission examination and evaluation works as per the EC resolution of the University of Delhi.
6.	Librarian	Overall in charge of Library and to ensure the availability of required books and journals for the benefit of the students of the college. To ensure the proper custody of the books and journals and other materials.
7.	Section Officer (Admn.)	To supervise the administrative matters, and assist the Principal wherever the administrative help is required.
8.	Section Officer (Accounts)	To supervise Finance and Accounts.
9.	Senior Personal Assistant	To assist the Principal in the day-to-day routine activities. To assist the Principal in the conduct of the meetings and take down the minutes of the meetings.
10.	Senior Assistant	To handle routine correspondence and assist the Section Officer in day-to-day work assigned from time to time and to maintain the service records of the staff members
11.	Professional Assistant	To maintain the library records and help in day to day running of the library.

12.	Assistant	To assist the Senior Assistant and to maintain records, files and other work as assigned from time to time.
13.	Semi-Professional Assistant	To look after issuance and return of books
14.	Caretaker	To look after the maintenance of electrical, civil, work and water installation and supervision of normal building repairs and any other work assigned from time to time.
15.	Laboratory Assistant	To assist teachers in the conduct of practical and maintain laboratory records.
16.	Driver	To drive the official staff car, to maintain the staff car and to keep records of the logbook, petrol register, etc.
17.	Gestetner Operator	To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same.
18.	Daftri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
19.	Laboratory Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To carry out the gardening work and other related works
23.	Waterman	To do works as assigned from time to time.
24.	Safai Karamchari	To do the cleaning work and other related sanitation works assigned from time to time.

(Source: https://bcas.du.ac.in/wp-content/uploads/2022/01/Manual_2.pdf)

Besides the points mentioned above, all stakeholders shall act with conscientious efforts to exemplify the highest ethical standards. Each member of the college while performing his/her duties either at the workplace or interacting with other societal agencies shall assume responsibility and accountability for his or her conduct and accords just and equitable treatment to all.

Provision for regular feedback from all the stakeholders, analysis of the results and preparation of action taken report

The college shall carry out regular surveys seeking feedback from students and parents to identify areas of improvement. The mechanism of seeking feedback will be operational twice a year after the end of each semester. Parents/guardians can share the feedback throughout the year. The feedback shall further then be analysed by the IQAC of the college under the supervision of the Chairperson, IQAC. The necessary insights thus gained shall be looked into and necessary actions shall be taken.

Provision for routine academic and administrative audits

Academic audits are necessary to assess and inspire the departments to evaluate and improve the educational quality processes. Similarly, an administrative audit helps evaluate the efficacy of the administrative procedures. The college thus shall carry out annual academic and administrative audits with the help of external auditors to gauge the progress of both academic and administrative pursuits. Academic audits shall be conducted by the IQAC of the college along with the external auditors as identified by Chairman, IQAC. For administrative audit, the Principal shall constitute the committee to carry out this exercise. The period followed for AQAR shall be considered for the annual academic audit.

The annual administrative audit shall be carried out after the financial year and upon completion of the stock verification during the first quarter (April to June).

Academic action plans (Academic calendars and activity calendars)

All departments shall prepare an academic calendar that includes the activity calendar along with a lesson plan at the beginning of each semester. The same shall be shared with the students for them to be aware of what needs to be expected each semester in terms of both curricular and extracurricular activities planned by the department. A template shall be provided to the departments by IQAC of the college for the sake of uniformity and assessment.

Guidelines for Research Ethics

Scientific research involves the cooperation and coordination of different people to achieve goals that have impact on society and are essential for overall development in all areas. Research requires experimentation, data analysis, writing research papers and grant proposals and educating future scientists. Thus, it is essential that research is carried out in ways that are ethically correct. Guidelines for research ethics are laid in such a way that concerns of research institutions and individuals are simultaneously addressed. Also, it is important to adhere to these ethical guidelines in order to preserve the dignity, rights and welfare of researchers and research participants.

The University Grants Commission has prepared a document for good academic research practices ([UGC document](#)). All the researchers at University of Delhi are expected to follow the Ethics of research as described in the guidelines prepared by UGC shared on the University of Delhi website. ([UGC Gazette](#)) .

Based on these guidelines the college has also prepared its norms for academic excellence

Research Ethics & Responsibilities of Faculty members involved in Research-

- The term "research ethics" can be used to describe a wide range of principles and practices related to conducting research ethically.
- Research is, by and large, a self-regulating and self-policing process wherein researchers conduct and present their research without falsification and fabrication, giving credit to other scholars for their ideas when and where such credit is due.
- Faculty members are expected to abide to the code for Responsible Conduct of Research.
- The code supports the ethical and moral values including honesty, integrity and justice during conduction and reporting of research or research publications.
- Research must be designed, reviewed and conducted in a manner that adheres to recognized standards and ensure quality and transparency.
- Faculty members are required to display transparency and truthfulness in research practices including sharing and communicating research methodology, data and findings.
- Faculty members are bound to execute fairness and respect in the treatment of collaborators, co-investigators, fellow Faculty members, study subjects and others involved in the research.
- Impartial practices should be followed in giving appropriate credits, including authorship, referencing and citing the work of others who have contributed to the research.
- Good Research Practices to be followed in the college which takes into consideration overall welfare of community, animal conservation and environment protection.
- Faculty members are required to provide guidance and mentorship on responsible research conduct to other co-Faculty members/ research fellows/students while monitoring their conduct.
- Faculty members must ensure that necessary approvals are obtained before conducting research.
- Faculty members must retain accurate and complete records of research data and materials.
- Faculty members own the accountability for development, undertaking and reporting of research.
- Faculty members must maintain high standards of responsible research and take account of considerations relating to confidentiality, intellectual property or privacy of sensitive data.

- In the cases of funded research, Faculty members are responsible to comply with the terms of the contract of the funding agreement and guidelines of the funding bodies.
- Faculty members are bound to responsible and ethical code of conduct for publication, presentation and dissemination of research findings. The code is applicable to dissemination of information in academic journals or books, conference papers, non-refereed and peer-reviewed journals, web pages.
- Faculty members are expected to be oriented for high quality research to focus on high quality peer reviewed publications with good impact factor.
- Authorships for research publications are required to be in accordance with fair guidelines according to the contributions in research.
- College policy strictly prohibits Plagiarism in research. The research code of conduct promotes awareness of Faculty members about plagiarism and strictly instructs Faculty members to avoid intentional or negligent plagiarism. Plagiarism includes copying or reproducing research content from published or unpublished work exceeding the legitimate limit without the acknowledgement of the source (including from the Internet). The code conveys researcher's responsibility to avoid plagiarism in research projects reports, publications and presentations.
- The college has access to the plagiarism software of University of Delhi through the library. t All faculty members/ students can get their project reports/ research articles checked for plagiarism using this software.
- Researchers have an ethical obligation to design conservation strategies so that all populations, regardless of literacy level or physical or cognitive ability, can participate in the research process in a well-informed and ethical manner.
- The college has a dedicated Research and Project assessment committee.
- This committee shall organise lectures and workshops to create awareness amongst the researchers regarding the research protocol and research ethics.
- All project proposals have to be duly approved by the committee.
- The committee strives to create academic excellence in college and promote good research practices.

Guidelines for Building and infrastructure Maintenance-

The quality of education in any institution depends to a large extent on the availability of infrastructure which includes the physical, academic and other support facilities. Appropriate equipment and infrastructure followed by its maintenance and upkeep are essential for quality academics and efficient administration. This policy for Infrastructure Management has been formulated for maintenance of infrastructure based on the guidelines of the statutory bodies such as university grants commission. ([UGC guidelines](#)). This infrastructure maintenance policy focusses on its upgradation from time to time, proper accounting and safe guarding by putting inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning and preventive and corrective maintenance including Annual Maintenance Contracts of the ICT infrastructure of the college. Various staff council committees are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. These include: Timetable Committee, Purchase Committee, Building Maintenance Committee and Annual maintenance committee of computers and its peripherals

All departments of the college need to follow the guidelines laid down with regard to preventive and corrective maintenance of the infrastructure.

Maintenance of the college campus

College has a sprawling campus of approximately 39,408.30 square metres area with 14 classrooms, four laboratories per main department, a conference room and an Audio-visual room. The college has appointed a full time Care taker to ensure the cleanliness, hygiene, sanitation, water supply, electricity and security condition and to update the Principal about the current/ daily state of affairs. The college has constituted a Building Maintenance committee to monitor this aspect.

The following policy needs to be followed for its maintenance-

1. All departments must submit their maintenance requirements or infrastructure repair requests to the Care taker.
2. The Building maintenance committee will receive all requirements from the care taker and then assess these requirements and submit its recommendations to the principal.
3. After Principal's approval these shall be submitted to the PWD for necessary action.

Maintenance of the class rooms-

1. The timetable committee shall evaluate the possibility of rational and optimal use of the time and space available for conduct of classes.
2. The timetable committee shall prepare norms for all departments to prepare their timetable so as to conduct classes in the class rooms and laboratories efficiently.
3. The class rooms of different sizes shall be allotted to different courses based on the student strength in these classes.
4. The class rooms shall be all wi-fi enabled and have projectors so as to facilitate the faculty for efficient teaching.
5. The classroom should be well-ventilated and clean.

Cleanliness and maintaining the basic hygiene of the classrooms, corridors, washrooms, laboratories, seminar room, Audio visual room and other spaces is outsourced to an agency which is given the contract for this purpose as per GFR norms of Govt of India. The college has a dedicated Swachhta committee which shall conduct various awareness programs to create consciousness in this regard.

The following norms shall be followed-

1. All classrooms shall be cleaned everyday before the classes begin.
2. A cleanliness chart has to be prepared by the caretaker and supervised by the supervisor of the cleaning agency which has been hired.
3. The classroom should be well lit and lighting facility shall be regularly monitored.
4. The classrooms are allotted for the conduct of lectures of respective courses by the Convener, timetable committee at the beginning of every semester.
5. Due care needs to be taken while using infrastructure, any scribbling or mis-utilizations of resources shall be dealt seriously by the Discipline committee of the college.

Maintenance of the ICT facilities in college

Most of the classrooms and laboratories of the college have projectors and Wi-fi. The college has more than 500 computers (desktops and laptops) for faculty and students, with two laptops equipped with Braille and screen reading software. The College has one Wi-Fi enabled AV Room with a projector and seating for approximately hundred people. Since all the activities of the college such as creating a data base, automation of administrative, accounts and examination system is ICT based so its very essential that these facilities be functional at all times.

The ICT facilities in the college can be utilised for the following purposes by the students –

1. The laptops and computers can be used for academic purposes.
2. The wi-fi facility shall be available throughout the college campus , the students must use it for downloading and accessing e-content /e-journals available from N-list resources for augmenting their knowledge.
3. The students shall access the college website for any notification or information related to academic and extra-curricular activities.

Following policy shall be adhered to for utilisation of the ICT facilities by the students-

1. They shall receive the login id/password for accessing the college network from the computer administrator in the computer science department.
2. They shall maintain the confidentiality of the password and they shall be responsible for all the activities carried out by them on the computers and ICT facilities of the college on their id.
3. They shall only use the installed software on these computers/laptops.
4. They shall not install or update any software without the knowledge of the administrator.
5. They shouldn't use the college ICT facilities for accessing/transmitting unauthorised data
6. They shouldn't use ICT facilities to use any data available on the web in a way that results in breach of the copyrights.
7. The students shall use the ICT facilities in a responsible manner and be careful not to damage the computer system or software installed.
8. They shouldn't use any unauthorised software on the college computers or violate the terms and conditions of the software licensing agreement.

Following norms shall be followed for maintenance of ICT facilities in college-

1. The maintenance of this IT infrastructure of the college shall be outsourced to an agency as per GFR norms of Govt of India.
2. The agency shall appoint a technically qualified person in the college for looking after any ICT related issues.
3. The engineer shall attend to all ICT related complaints in the college which shall include networking issues, maintenance of Computers, projectors, printers and other IT equipment.

4. The college has an Annual Maintenance Committee which shall regularly take feedback from all departments before releasing the payment of this agency.
5. The AMC contract will be renewed annually after the performance review of the AMC agency.

Laboratory maintenance-

All departments shall follow the following guidelines for maintenance of the laboratory and the equipment-

1. The laboratory needs to be cleaned and sanitized every day in the morning before the commencement of classes.
2. Regular inspection and periodic maintenance of the equipment in the laboratories should be done. The laboratory staff should ensure that the equipment is in good condition and working at all times for the smooth functioning of the practical classes. The Equipment are to be maintained/recalibrated/serviced by the laboratory staff in the respective departments where ever possible using scientific protocols.
3. When the laboratory staff can not repair the equipment technical help can be seeked as per the purchase committee recommendations of the college.
4. If any equipment is non-serviceable/repairable it would be written off following due procedure and then can be disposed off as per the college norms with the permission of the governing body.
5. Due diligence should be exercised for disposal of e-waste as per the Delhi University protocol.
6. Students should be made aware of the handling and maintenance of the apparatus and equipment during the beginning of the academic session.
7. The instruction manuals of these equipment should also be made available in the laboratories for students.
8. All stock registers need to be regularly maintained and updated based on purchases.
9. Stock verification of the equipment and asset available in the laboratories needs to be done at the end of every academic year. The same may be conducted by the teacher-in-charge of the departments along with the laboratory staff as per the policy of the college.